



**Plymouth City Commission Hosts Boards & Commissions
Legal Update and Liability Insurance Training Minutes
Tuesday January 27, 2026 – 5:00 p.m.
Plymouth Cultural Center, 525 Farmer St., Plymouth, MI**

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

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Phone 734-453-1234
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1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

PRESENT: Mayor Linda Filipczak, Mayor Pro Tem Joe Elliott, Commissioners Latricia Horstman, Jennifer Kehoe, Alanna Maguire, Brock Minton, Karen Sisolak

ALSO PRESENT: City Manager Chris Porman, City Attorney Robert Marzano, various department heads and members from the following Boards and Commissions:

Board of Review

Cemetery Board of Trustees

Corridor Improvement Authority

Downtown Development Authority

Economic Development Corporation/Brownfield Redevelopment Authority

Historic District Commission

Planning Commission

Zoning Board of Appeals

2. CITIZEN COMMENT

None

3. REQUIRED BOARDS AND COMMISSIONS TRAINING

Mayor Filipczak opened the training session and thanked everyone for attending and for their commitment and valued service to the City of Plymouth. She explained that the training will be a review of the required operations of various Boards and Commissions and will provide a brief overview of the various laws and regulations that affect Boards & Commissions members. Mayor Filipczak turned the training session over to the City Attorney Robert Marzano.

City Attorney Marzano provided an overview of the presentation concerning:

ETHICS

LIABILITY AND INDEMNITY

PRESS AND MEDIA RELATIONS

FREEDOM OF INFORMATION ACT AND OPEN MEETINGS ACT

BOUNDARIES

City Attorney Marzano explained that the members do have a role as a commission member/board member. They are required to comply with all local, state, and federal laws. When they have a decision

to make they should ask themselves – is it right for the Community; Is it right for the City; Is it ethical and legal; Is it consistent with our values and policies; Is it something for which I am willing to be accountable? He spoke about “conflict of interest issues” as well.

Liability and Indemnity issues concerning potential legal liability as commission member/board members. When will the City of Plymouth indemnify them for their actions and when the City of Plymouth will not indemnify them for their actions. Knowledge of potential claims or lawsuits and with press and media relations, always remember what their role is with the City of Plymouth, being careful not to overstep that role.

Press and Media Relations inquiries should be handled through the City Manager.

Attorney Marzano spoke about the “Freedom of Information Act & Open Meetings Act” and such items as written documents for requests emails (business and personal) and that this act applies to all public bodies. A meeting is the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy. He spoke about public notices posted for public meetings, minutes and closed session meetings and how they should be handled.

Attorney Marzano spoke about “Boundaries” for Boards and Commissions as well as City Commission boundaries, and what to do when they have a question.

The City’s liability insurance representative, Tammy LaVallee also spoke about situations that can create liability for the City and individual board members.

Attorney Marzano stressed the importance of preventing things from possibly creating a liability issue and if there are any questions whatsoever, they need to direct them to the City Manager’s office at any time.

4. ADJOURNMENT

ADJOURNMENT OF TRAINING SESSION:

Mayor Filipczak adjourned the Training Session for the Boards and Commission Members at 6:45 p.m.

The meeting was adjourned at 6:45 p.m.

LINDA FILIPCZAK
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK